

30 April 1981

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MENORANDUM FOR: Chief, Position Management and Compensation Division

THROUGH : Director of Personnel Policy, Planning, and Management

FROM : [REDACTED]

Deputy Director of Personnel Policy, Planning, and Management for Special Programs

SUBJECT : Request for Staffing Complement Revision

1. It is requested that the Staffing Complement of the Benefits and Services Division be revised to provide for the new Protocol Branch. In March 1981 the DDCI directed the D/PPPM to establish a protocol office similar to that of NSA. This office was to have responsibility for providing direct support to the DCI and DDCI in the conduct of a variety of official functions and ceremonies.

2. The D/PPPM, DD/PPPM, and I visited NSA and received detailed briefings on the protocol function. We found that the chief of this activity is a GS-14 and that she directs all NSA award ceremonies, official dinners, ceremonial VIP visits and public activities where the Director is involved. After determining the nature of the activities, the D/PPPM selected possible candidates for Chief and Deputy Chief positions and the DDCI participated in the final selections. These individuals have reported to duty and it is essential that an interim Staffing Complement be established. We are not able to provide functional statements or position descriptions at this time because the full range of activities must be confirmed in actual operation. It will be our objective to document these positions in about six months.

3. The following changes are requested:

NewPresent

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No change

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